



UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001

Bulletin Number: ASF-00-152

Opening Date: January 21, 2000

Closing Date: OPEN CONTINUOUSLY

Organization: Department of Commerce
Bureau of the Census
Suitland, Maryland

Position: CARTOGRAPHER

GS-1370-07, (\$34,408 - \$42,346)

GS-1370-09, (\$37,775 - \$47,486)

GS-1370-11, (\$43,096 - \$54,850)

GS-1370-12, (\$51,204 - \$66,564)

Promotion Potential: GS-12

Competitive Service: Term Appointment NTE 2 years up to a maximum of 4 years or Temporary Appointment NTE 1 year up to a maximum of 2 years.

AREA OF CONSIDERATION: All sources. This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated to the Department of Commerce by the U.S. Office of Personnel Management.

DUTIES: Incumbent designs a wide range of cartographic products to be created from TIGER, the Bureau's spatial database; products include hardcopy and digital national reference map series, thematic maps, digital boundary files, and web-based or CDROM dynamic mapping tools. Incumbent efficiently manages cartographic projects. Acquires requirements from product sponsors; prepares map design specifications; identifies new mapping system requirements; documents map creation procedures; and develops quality control measures. Incumbent develops or assists in the development of mapping systems, either by using commercial GIS software or by writing non-commercial application software. Participates in research to determine efficacy of new technologies in digital mapping and product dissemination.

QUALIFICATIONS REQUIRED: Applicants must have a degree in cartography; or a major that included or was supplemented by at

least 30 semester hours in cartography and/or directly related science, and related mathematics. Such course work includes, but is not limited to, cartography, astronomy, geodesy, photogrammetry, physical and geological oceanography, computer science, land surveying, geophysics, physical geography, and remote sensing. The 30 semester hours must have included at least 6, but no more than 15, semester hours of college level, non-business mathematics or statistics **OR** an equivalent combination of education and experience which includes courses equivalent to a major in cartography, or a major that included or was supplemented by at least 30 semester hours in cartography, and/or directly related science, and related mathematics, plus appropriate experience or additional education. In addition, specialized experience or education is required for the grade 07 through the grade 12 levels in the amounts shown below. Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities necessary to successfully perform the duties of the position and that is typically in or related to the work of the position. **Applicants MUST submit a copy of their college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for this position will be required to supply original transcripts.**

- GS-07** **EDUCATION:** 1 full year of graduate level education or superior academic achievement or
EXPERIENCE: 1 year of specialized experience equivalent to at least the grade 05 level in the Federal service or
COMBINATION: An equivalent combination of such education and experience.
- GS-09** **EDUCATION:** 2 full years of progressively higher level graduate education or master's or equivalent graduate degree or
EXPERIENCE: 1 year of specialized experience equivalent to at least the grade 07 level in the Federal service or
COMBINATION: An equivalent combination of such education and experience.
- GS-11** **EDUCATION:** 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree or
EXPERIENCE: 1 year of specialized experience equivalent to at least the grade 09 level in the Federal service or
COMBINATION: An equivalent combination of such education and experience.

GS-12 EDUCATION: Education cannot be substituted for experience at this grade level.

EXPERIENCE: 1 year of specialized experience equivalent to at least the grade 11 level in the Federal service.

BASIS OF RATING: Applicants will be evaluated on the basis of the quality and extent of their total experience, education and accomplishments. Ranking of candidates will measure the degree of which a candidate's background matches the Quality Ranking Factors for this position. **APPLICANTS ARE REQUESTED TO ATTACH WRITTEN INFORMATION DESCRIBING HOW THEY MEET EACH QUALITY RANKING FACTOR:**

QUALITY RANKING FACTORS:

1. Knowledge of cartography principles with particular emphasis on map design and production concepts.
2. Knowledge of and experience with the methods and techniques of automated cartography and geospatial data bases with emphasis on the visualization of demographic and economic statistics.
3. Ability to communicate orally and in writing, and willingness to work as a team member.
4. Demonstrated knowledge of and experience with commercial software applications and statistical analysis software.
5. Demonstrated knowledge of and experience with computer operating systems, specifically UNIX, VAX/OVMS, and Windows/95.
6. Demonstrated knowledge of and experience with computer programming languages, such as "C," and VisualBasic, and Macro programming languages such as AML, and UNIX scripts.
7. Knowledge of and experience with digital map dissemination techniques such as CD-ROM, Internet, and digital prepress, and associated technology issues such as graphic file formats and output devices.

Payment of relocation expenses MAY BE authorized.

HOW TO APPLY

You must submit a resume, Optional Application for Federal Employment (OF-612), or SF-171 plus any additional required material **for each grade level of the vacancy for which you are applying.** A complete application package for each grade level of interest must be received by the close of business (5:00 PM EST) on the closing date of the announcement. **ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Washington, D.C. 20233-1407. **IF USING A CARRIER OTHER THAN THE U.S. POSTAL SERVICE, ADDRESS TO:** U.S. Census Bureau, DEU/HRD,

Room 3285-3 Stop 1407, 4700 Silver Hill Road, Suitland, MD 20746. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

JOB INFORMATION:

- * Vacancy announcement number and title of position stated on each application.
- * Grade level of interest stated clearly on each application. You will receive consideration for the grade level indicated on your application. If you indicate multiple grade levels on a single application, you will be considered for the lowest grade indicated. If you do not state a grade level of interest on your application, you will be considered for the lowest grade advertised.

PERSONAL INFORMATION:

- * Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- * Social Security number. **(NOTE: WE CANNOT PROCESS YOUR APPLICATION WITHOUT YOUR SOCIAL SECURITY NUMBER.)**
- * Country of citizenship **(THIS FEDERAL JOB REQUIRES U.S. CITIZENSHIP)**
- * Highest Federal civilian grade held (if applicable)

EDUCATION:

- * High school (name, city, state) date of diploma or GED, colleges and universities (name, city, and state), majors, type and year of degrees received. If no degree received, show total credit hours received in semester or quarter hours. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- * If using education to qualify, submit a copy of your college transcript or a listing of college courses showing course number, title, grade, type (semester/quarter), number of credit hours, and type and year of degree(s) received. **IF SPECIFIC EDUCATION IS STATED ON THE VACANCY ANNOUNCEMENT AS PART OF THE MINIMUM QUALIFICATIONS FOR THE POSITION, A COPY OF YOUR TRANSCRIPT OR COURSE LISTING MUST BE SUBMITTED TO VERIFY THE REQUIRED COURSE WORK.** Applicants selected for the position will be required to provide official transcripts.

WORK EXPERIENCE: Paid and non-paid work experience related to the position. For each work experience include: Job title; Series/grade (if Federal employment); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Starting and ending dates; Hours per week; Salary; and indicate if we may contact your current supervisor/employer.

OTHER QUALIFICATIONS: Job-related: training courses (title and year); skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.); certificates/licenses (current); and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)

10-POINT VETERANS' PREFERENCE: To receive 10-point veterans' preference for a service connected disability you must submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans' Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference assuming they meet the basic veterans' preference requirements and submit the appropriate proof of military service.

5-POINT VETERANS' PREFERENCE: To receive 5-point veterans' preference, attach a copy of your DD-214. To receive preference if your service began after October 15, 1976, you must have: a Campaign Badge or Expeditionary Medal with an honorable discharge OR served on active duty during the Gulf War from August 2, 1990 - January 2, 1992, under the following conditions: honorable discharge, served a minimum of 2 years on active duty, or if a Reservist served the full period for which called to active duty (Reservists must include appropriate documentation).

APPLICANTS ON ACTIVE DUTY: Applicants on active duty claiming either 5-point or 10-point preference must show on their application that they have met the requirements for preference as outlined above and must submit appropriate proof and documentation at time of appointment.

SPECIAL NONCOMPETITIVE HIRING AUTHORITIES: For all applicants eligible for special noncompetitive authorities, submit proof of eligibility for consideration under one of the following hiring authorities. Also, indicate on the first page of your application(s) which authority you wish consideration under. Eligible applicants will be considered under both competitive examining and the special hiring authority.

Veterans Readjustment Appointment: (Can be used for positions up to GS-11.) Provide copy of DD-214.

30% Disabled Veterans' Appointment: Provide DD-214 and a certificate from the Veterans Administration dated within one year of the closing date of this announcement.

Severely Physically Handicapped Schedule A Appointment:

(Applicable to permanent vacancies only): Provide a certification of eligibility from the State Vocational Rehabilitation agency or the Veterans Administration.

Peace Corps/Vista Appointment: Show proof of such employment.

Outstanding Scholar Appointment: Provide transcript of all undergraduate course work. (This authority can only be used for specific series and job titles at the GS-5 and GS-7.

Visit OPM's website at www.opm.gov for information on acceptable positions under this authority.)

OTHER IMPORTANT INFORMATION

- * Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority. CTAP and ICTAP eligibles will be considered well qualified if they meet the qualifications and eligibility requirements for the position, including all medical, physical, suitability, education, experience selective factors and quality ranking factors for the vacant position. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- * The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.
- * All eligibility requirements must be met by the closing date of this announcement.
- * You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired

after you begin work; or you may be fined or jailed.

- * Anyone appointed from this announcement, including current Federal employees, may be required to serve a probationary period of one year.
- * If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- * Applications received in government postage-paid envelopes will not be accepted.
- * This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-457-3274. The decision on granting reasonable accommodation will be on a case-by-case basis.
- * For additional information about this vacancy, please contact the Delegated Examining Unit at 301-457-6852.